

JUN 8 1967

FILE *Personnel 116*

MEMORANDUM FOR: Mr. CIA Emergency Planning Officer

SUBJECT : Practice Alert

1. This is in response to your request for a brief note on the practice alert the Support Directorate conducted last Monday evening, 5 June 1967.

2. On Friday, 2 June, the DD/S Office Heads met for a special briefing on the Middle East situation and were instructed at that time to review and bring up to date their existing emergency plans and to take any other preparatory actions indicated by the probability of hostilities in the Middle East area. Plans were also made at that time for a practice test of our emergency notification system to be conducted the following Monday evening.

3. At 1930 hours, 5 June, the Acting DD/S initiated the practice alert for all members of the DD/S emergency relocation force. It was not intended that anyone actually proceed to the relocation site even on a token basis or take any other special action; this was merely a test of the notification system.

4. The exercise went quite well with minor exceptions and served the purpose of assuring that our present lists, telephone numbers, and so forth, are up to date. In most instances notifications were completed within the first 30 minutes. The test surfaced one point, however, on which any advice you might have would be welcome: the possible need for immediate feedback in our system to assure that all notifications have actually been made as planned. Under our present system notifications are given in "daisy chain" fashion, with employees expected automatically to carry out their emergency functions. But they are not required ^(except in the Office of Security) to report back the fact that they have received the notification and are proceeding accordingly. Thus a break in the chain can occur without our knowing it until some time later. We're toying with the idea of building some kind of feedback into the procedure so any break in the "daisy chain" can be located and corrected immediately. We recognize that under conditions of real emergency telephones will be overloaded and a feedback system will compound this problem. So we're thinking of handling it on a sampling basis rather than as a 100% feedback arrangement. Ours is certainly not a unique problem and perhaps you can suggest ways in which others have worked this out to best advantage. If so, we would be most grateful.

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Assistant Executive Officer to the
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